

ATR Recovery Support Providers,

With the implementation of the new CIMOR system, new invoicing forms and procedures are necessary for Recovery Support services delivered on or after October 1, 2006. (Recovery Support services delivered prior to October 1, 2006 will continue to be invoiced using the old forms and methods). You will find the new CIMOR invoicing forms attached to this email and also posted online at:
<http://www.dmh.mo.gov/ada/ATR/RSBilling.htm>

The new invoicing forms will need to be completed electronically, printed and faxed to the Division of Alcohol and Drug Abuse. Each client will be invoiced on a separate invoice form. We recommend submitting invoices no more often than one time per week.

Recovery Support service codes have also changed. Attached you will find a crosswalk that shows old service codes and descriptions and new service codes and descriptions. The recovery support services you provide and the unit prices remain the same, just the codes and description change.

As you know ATR Recovery Support services are authorized by voucher. Voucher management and invoicing are both part of the CIMOR system. In CIMOR, invoicing will reject for the following reasons:

- Reject if no signature on invoice
- Reject if there are not two ways to identify the client, i.e., name and voucher number match or name and ID.
- Reject for expired voucher
- Reject for no voucher
- Reject for inadequate budget
- Reject for service not on invoice

If services reject on an invoice, the correct and authorized services will be processed for payment and the services that reject will be indicated by a note on the invoice and the invoice will be faxed back to you. Each invoice page submitted needs to be signed; your payment will process directly from the invoice you submit. CIMOR will allow invoicing and payment two times per month. A schedule that shows submission deadlines and payment dates is attached.

In Summary;

1. New CIMOR invoicing forms will need to be completed electronically;
2. Recovery support service codes have changed;
3. Each client will be invoiced on a separate invoice form;
4. Each invoice page submitted needs to be signed;
5. CIMOR will allow invoicing and payment two times per month;
6. No CTRAC or Chart Numbers.